

SF 182 SUBMISSION CHECKLIST		
<u>1st Page- Only Pages 1&2 are required, unless there is a CSA</u>		
<u>BLOCK</u>	<u>SECTION A</u>	<u>COMPLETE</u>
1	Name must match the alpha roster, if more than one individual is attending the same training, you may put see attached roster in this block and include a spreadsheet with all of the individuals attending the training and their information.	
2-3	May leave blank, we will contact you individually if we require information	
4-6	Provide the information for the individual attending training - leave blank if more than one person attending.	
7-9	Use the Organizations PSC Box, individual's work phone & work e-mail - if more than one attending then list the POC for the group.	
10-17	Provide the information for the individual attending training- education level should be completed - if more than one attending you can leave it blank.	
<u>SECTION B</u>		
1 a-d	Vendor or Company providing the training	
2a	Course Name- Or for training materials name of book/dvd	
2b	If there is no course code put N/A	
3-14, & 17	All these blocks deal with training codes, codes are found in the instructions. All codes should be complete in order to document training in employee records.	
15& 16	Applies to Civilians - Continued Service Agreements are only required for non-government training 80 hours or more- or training in excess of \$3,000.00 if you have questions contact the TSD.	
18	An accurate training objective must be included to justify the training purchase.	
19	Leave this block blank- the TSD will fill out upon purchase.	
<u>SECTION C</u>		
1a-c	Full cost must be reported for training evolutions.	
Appropriation Fund	This must include the LOA/ accounting data with the BEA/BESA to which the training will be charged. This block MUST be complete to process the request. The charge will be reallocated to the correct account once it has posted to the purchase card.	
2a-c	If there are travel costs associated with the training they should be included	
3-5	Leave these blocks blank- the TSD will fill out upon purchase.	
6	Should read: Training Support Department ATTN: Civilian Training PSC Box 8019 Cherry Point, NC 28533	
<u>SECTION</u>	<u>SIGNATURE PAGE (2nd Page)- ALL Signatures MUST be Different</u>	
D	Line 1 must be signed by an immediate supervisor, different from Section E.	
D	Line 2 must be signed by a second line supervisor, different from Section 1a and E.	
D	Line 3 may ONLY be signed by the Civilian Training Officer or another individual within the TSD with appropriate authority. Individual unit and department training reps are not authorized to sign in this block.	
E	Must be signed by someone authorized to disburse funding for the account, often this is the director or an AO. Wing units must be signed by an authorized Wing Comptroller representative prior to forwarding to the TSD office for processing.	
F	Leave this signature line blank. This will be completed by the TSD after the course is complete. Individuals attending training should submit certificates and/or proof of attendance within 3 business days of training completion.	
<u>OTHER ITEMS</u>		
Is the form legible? If the form is not legible it will not be processed.		
Are all items filled out? All items are required per form instructions.		
Is there a registration form for the training? Is all information on how to register the individual provided?		
If require, a completed registration form must accompany the SF-182 with directions on where to submit. Is the request at least 2 weeks in advance of the training date? Late requests will not be processed, and individuals who register themselves for training will have to complete an unauthorized commitment package.		